



Direct Communication Project

Resource No. 28

Adult Education

There are continuing education opportunities for Foreign Service employees and family members both overseas and in the Washington, D.C. area. A certain posting may offer more after-hours leisure, employment options for spouses may be limited, or it may be a time when you want to progress professionally or personally. This paper builds on the material in Education Options for Foreign Service Family Members to help those who want to take advantage of an opportunity to continue their education.

Education should be seen as a lifelong process, not something that is confined to the young. Some reasons you might decide to continue your education are to:

- Get a Bachelor's or an advanced degree
- Complete work on an interrupted degree
- Gain work-content skills
- Change careers
- Keep up-to-date in your field
- Keep a professional license current
- Learn more about a particular subject

There are several ways to continue your education. Which one (or combination) you choose depends on your individual circumstances. Traditional degree programs can be taken part-time or full-time at a college or university in the United States or overseas. Individual credit courses can be taken at many different kinds of academic institutions. Noncredit courses are offered through adult education divisions of community colleges, county agencies, and recreation departments. Correspondence courses and external degree programs are offered by many colleges.

Continuing education credits (CEU's) for professional credentials can be earned from on-campus and off-campus courses. Training programs can be taken at work, plus valuable information is available from conferences, workshops, and professional development programs through professional associations or independent groups. For prospective students in the Washington area, the public library is a good source of information on adult education programs in your community.

Overseas, there may be college catalogues, course directories, guides to independent study, and other reference materials available in the Community Liaison Office. Other places to look for information include the guidance office of the American school, a USIS student advising center, a Fulbright Office, or, in some countries, local public or university libraries.

The Internet is a growing source of information on colleges and courses of study, distance learning options, and other education issues. It helps to have domain names to reach particular sources such as the College Board

or a college home page, but it is also relatively easy to locate useful sites by typing in a topic at a good search engine site like Yahoo.

EVENING PROGRAMS

Adults with family and/or work responsibilities often find that evening programs, offered by many colleges and universities, are the best way to complete a degree in the shortest possible time. These programs may be especially attractive to students who have a minimum of 60 credits from accredited colleges. The advantages are:

- Classes are held in the evening after normal working hours allowing professional and family responsibilities to be maintained.
- The year-round format enables most students to finish a Bachelor's degree within 18 months.

At many schools, the core curriculum is divided into modules. Students take one course at a time with each course following consecutively. New courses start 1 week after completion of the last course, so there is no lag time between courses. Many college programs offer the opportunity to earn up to 30 credits for life and work experience. Foreign Service people can use their international experience to advantage in this type of program.

UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) GRADUATE SCHOOL

For general information or a course catalogue, contact the Public Affairs Office at:

USDA Graduate School
600 Maryland Avenue SW, Room 108
Washington, DC 20024
Tele: 202-401-9129
FAX: 202-401-9417

Online: <http://grad.usda.gov>

or pubaffairs@grad.usda.gov

USDA offers day, evening, weekend, and self-study courses, residential training programs, and technology-delivered instruction. It is open to all adults and has no admission requirements. It does not grant degrees but does grant Certificates of Accomplishment. Some courses have been recommended to receive college credit by the American Council on Education's Program on Non-collegiate Sponsored Instruction (ACE/PONSI).

USDA evening and weekend courses include accounting, career development, foreign languages, science, paralegal, computers, business management, and others. Contact:

Tele: 202-720-5885

Online: evening@grad.usda.gov

USDA correspondence courses include English and writing, math and statistics, management and supervision, computer communications, accounting, editing, engineering, library techniques, paralegal studies, elderlaw, and others. Contact:

Tele: 202-720-7123

FAX: 202-720-3603

Online:

<http://grad.usda.gov/corres/corpro.html>

or correspond@grad.usda.gov

USDA programs include the following:

Government Audit Training Institute offers courses in performance auditing, financial auditing, information systems auditing, fraud prevention and detection, federal grants and contracts, auditing supervision and management, federal requirements, and management controls.

Tele: 202-401-9401 or

800-326-7813

FAX: 202-401-9452

Online: auditrng@grad.usda.gov

Center for Applied Technology offers a computer science curriculum.

Tele: 202-401-9194

FAX: 202-401-9417

Online: careerdev@grad.usda.gov

Communication Skills offers courses in writing, English, interpersonal skills, professionalism, and career and life planning.

Tele: 202-401-9194

FAX: 202-401-9417

Online: careerdev@grad.usda.gov

Procurement, Grants and Property Management offers courses covering statements of work, ADP procurements, contracts, proposal evaluation, negotiation, government purchase card, ethics, grants, property management, OSHA, facilities management, storage and warehousing, and supply analysis.

Tele: 202-401-9134

FAX: 202-401-9417

Online: careerdev@grad.usda.gov

Information Resources Management offers courses in office technology, records management, electronic record keeping, and on-line information.

Tele: 202-401-9115

FAX: 202-401-9417

Online: efriedfe@grad.usda.gov

Center for Applied Management offers courses in conflict resolution, strategic planning, performance measurement, sexual harassment, front end analysis, financial management, customer service, teambuilding, and business process reengineering.

Tele: 202-401-9194

FAX: 202-401-9417

Online: careerdev@grad.usda.gov

The **International Institute for Training and Education** (IITE), the Graduate School's international arm, offers courses on conflict resolution, privatization, environmental management, management skills and systems development, governance and democratization.

IITE

600 Maryland Avenue SW, # 140

Washington, DC 20024-2520

Tele: 202-401-9279

FAX: 202-401-9133

Online: intlinst @grad.usda.gov

COLLEGE-LEVEL EXAMINATION PROGRAM

The **College-Level Examination Program (CLEP)** serves high school students, enrolled college students, international students, and adults returning to college. It is de-signed to allow students to get college credit for knowledge learned outside the classroom. The heart of CLEP is a series of examinations rewarding you for what you know, whether you learned it in school, on the job, through reading, by observation, or in the course of your life experiences.

There are five general examinations and 30 subject-specific examinations. The general examinations are in English composition, humanities, college mathematics, natural sciences, and social sciences. The tests are at the level of courses taken in the first 2 years of college. Subject examinations include composition and literature, foreign languages, history and social science, mathematics and science, and business. The general and subject examinations are multiple choice questions limited to 90 minutes. The subject examinations, requiring a higher degree of specialized knowledge and training, demonstrate the specific knowledge and skills you may have gained through job experience, outside course work, or independent reading.

CLEP is the most widely accepted credit-by-examination program. Nearly two-thirds of accredited institutions of higher education give credit for satisfactory scores on CLEP examinations. Colleges have found that CLEP students are motivated, intellectually curious, and independent learners - qualities colleges look for and value in their students.

The *Official Study Guide for the CLEP Examinations* contains descriptions of the exams, sample exam questions and answers, updated lists of reference materials for test preparation in every subject, test-taking strategies, and general information about credit by examination. It can be purchased in bookstores or ordered from:

College Board Publications
Box 886
New York, NY 10101-0886
Tele: 800-323-7155
Web site: www.collegeboard.org

A booklet, *CLEP Colleges*, lists addresses and phone numbers to contact for testing schedules. It also lists colleges that award CLEP credits. For a copy, write to:

CLEP
P.O. Box 6601
Princeton, NJ 08541-6601
Tele: 609-771-7865

HIGH SCHOOL DIPLOMAS

The **General Educational Development (GED)** testing program was developed to give U.S. and Canadian citizens who have not graduated from high school the opportunity to demonstrate the level of achievement normally acquired through the completion of a traditional U.S./Canadian high school course of study. The five GED comprehensive examinations cover writing, social studies, science, interpreting literature and arts, and

math. Emphasis is on intellectual ability such as evaluating, analyzing, drawing conclusions, and the ability to understand and apply information and concepts. The tests are administered in all 50 states, the U.S. territories, and the 10 Canadian provinces. The GED practice tests are available in English, Spanish, French, Braille, large print, and audiocassette. They can be ordered from:

Steck-Vaughn Company
P.O. Box 26015
Austin, TX 78755
Tele: 800-531-5015

For more information please contact:

GED Administrator
Vocational and Adult Education
1709 3rd Street NE
Washington, DC 20002
Tele: 202-576-6308

Many GED preparation books and software programs are available in libraries and bookstores. A television series carried by both cable television and many public television stations in the United States provides a good general preparation for the test.

The GED tests may also be taken overseas on a limited basis by U.S. and Canadian citizens. They can only be administered through a U.S. Embassy or a military installation that is approved by the General Educational Development Testing Service (GEDTS). For information, contact the Administrative or Public Affairs Officer at the American Embassy or the Education Officer at a U.S. military base near you. The Chief Examiner designated by the GEDTS monitors testing and verifies eligibility. The requirements are that you:

- provide birth certificate or passport as proof of citizenship with your application;

- have not graduated from an accredited high school, been awarded a high school equivalency credential, or achieved GED test scores sufficient to qualify for an equivalency credential or diploma;
- are not currently enrolled in an accredited high school program;
- are unable to verify achievement level or to obtain scores;
- meet the minimum age requirement. If you are a legal resident of a state or province, you must meet the minimum age requirement of that state or province.

For information on eligibility requirements, and to arrange to take the GED, contact the appropriate school system. If you do not have legal residence in the U.S. or Canada, you must be at least 18 years of age if you are a U.S. citizen and at least 19 years of age if you are a Canadian citizen. You must provide proof of age in the form of an official photo identification, and if you claim legal residence in a state or province, you must provide proof of residence.

If you meet the requirements, contact the Chief Examiner to arrange a test date and time. Submit the application with proof of age, citizenship, and legal residence to the Chief Examiner for signature before mailing it with the fee to GEDTS. Testing materials will be sent to the Chief Examiner at the Embassy or military testing center. The GED Examiner must return the completed test materials to the GED Testing Service Office for marking. If you pass the GED overseas, you may request a diploma from a state or province that does not require residence: Arizona, Georgia, Iowa, Maine, Nevada, New Jersey, North Dakota, Vermont, plus Alberta, New Brunswick, and Nova Scotia.

If you are a civilian who wants to take the test at a U.S. military base or if there is not a center in your area, contact:

Manager, International Testing or
Director, Data and Scoring Services
GED International Testing Service
1 Dupont Circle NW, Suite 10
Washington, DC 20036-1163
Tele: 202-939-9498
FAX: 202-833-4730

EXTERNAL DIPLOMAS FOR ADULTS

Another way for adults to obtain credentials is through an **external diploma program (EDP)** offered by many U.S. school systems. Unlike traditional examinations where test-takers are timed and tested in 1 day, EDP asks candidates to demonstrate their ability in a series of assessment tasks completed at home or in private office visits. Skills demonstrated through this applied performance assessment process are those needed by an adult functioning in the modern world: oral and written communication; listening, reading, and following instructions; computation and problem solving; sensitivity to cultural diversity; team-work; career development and entry-level job skills; awareness of social, consumer, govern-mental, and scientific issues; familiarity with computers and calculators; and ability to manipulate, analyze, synthesize, and apply data.

Fairfax County Public Schools in Northern Virginia offer a self-paced program that includes a diagnostic test for writing, reading, and math skills, and an assessment test for 65 general competencies. Completion time varies from 4 months to 1 year depending on the individual. Upon completion, a high school

diploma is awarded by Fairfax County Public Schools. For more information contact:

External Degree Program
Falls Church High School
7521 Jaguar Trail
Falls Church, VA 22042
Tele: 703-207-4014
FAX: 703-207-4097

Other schools offer adult high school completion courses featuring daytime and evening programs for adults 17 and older who have previously attended, but not graduated from, high school. For information about these programs, contact the appropriate school system. (See Direct Communication Project Paper No. 1, *Washington Area Schools*.)

For more information about external degree and weekend college programs through-out the United States, write or call:

Center for Adult Learning
American Council on Education
1 Dupont Circle
Washington DC 20036
Tele: 202-939-9475

ADULT EDUCATION OPPORTUNITIES ABROAD

Foreign Service people can attend many colleges and universities abroad. There may be a U.S. college or university at post, a local college or university, or programs given at the local American or international school.

Many American colleges have programs at posts with U.S. military bases nearby. Programs range from a certificate or associate degree in recreation technology and occupational education to graduate programs in international relations, counseling, public administration, and systems management. Some countries have a national university that is open to foreigners who are fluent in the

language of instruction. There are also posts that have universities with classes in English.

Many American and international schools give courses for their teachers that may be open to members of the U.S. Mission. For example, Trenton State College offers teacher-training programs in Cyprus.

For information on courses offered by universities and colleges abroad or other education options available at post, contact the Community Liaison Office Coordinator (CLO) or Personnel Officer at the Embassy or Consulate. In Washington, visit the Overseas Briefing Center or the Family Liaison Office.

SELECTED COLLEGES AND UNIVERSITIES OFFERING COURSES TO AMERICANS ABROAD

American University in Cairo

866 United Nations Plaza
New York, NY 10017
Tele: 212-421-6320
FAX: 212-688-5341

or

Center for Adult & Continuing Education
28 Falaki Street, Room 110
Cairo, Egypt
Tele: 011-202-357-6873
FAX: 011-202-355-7565

The American University of Paris

80 East 11th Street, Suite 434
New York, NY 10003
Tele: 212-677-4870
FAX: 212-475-5205

or

Continuing Education Department
31 Avenue Bosquet
75007 Paris, France
Tele: 011-331-4062-0600
FAX: 011-331-4720-4564

Trenton State College

International and Overseas Teaching and
Administration

Hillwood Lakes

Trenton, New Jersey 08650-4700

Tele: 609-771-2326

FAX: 609-771-2840

University of Maryland University College

University Boulevard at Adelphi Road
College Park, MD 20742

Tele: 301-985-7077

FAX: 301-985-7678

Online: UMUCinfo@listserv.umuc.edu
or <http://www.umuc.edu>

The Higher Education Committee at the University of Maryland offers adult education courses near military bases overseas and American embassies in Germany, Italy, Japan, South Korea, Spain, and Thailand.

University of Oklahoma

1610 Asp Avenue, Room 400

Norman, OK 73072-6405

Tele: 405-325-2250

FAX: 405-325-3335

Online: cminer@uoknor.edu

The Advanced Programs division of the University of Oklahoma offers quality graduate programs and new approaches to meet the special needs of individuals seeking retraining or skills upgrades who cannot spend an entire semester in residence. This intensified program includes pre-class preparations, 1 week or 2 weekend class sessions and 1 hour Companion Directed Reading (CDR) for each class. It offers fully-accredited graduate degrees in adult and higher education, communication, early childhood education, economics, educational administration, curriculum and supervision, human relations, instructional psycho-logy, political science, public

administration, and social work. Courses are delivered world-wide to civil service and military personnel at 30 sites including:

- The Army Education Center at Heidelberg, Germany offers courses in human relations, adult and higher education, ad-ministration, curriculum, and supervision.
Tele: 011-49-6221-57-7919
FAX: 011-49-6221-18-4725
- The Department of the Army at AFCENT, Netherlands offers adult and higher education courses.
Tele: 011-31-45-31-7208
FAX: 011-31-45-31-7208
- The University of Oklahoma at Naples, Italy offers human relations courses.
Tele: 011-39-81-721-2692
FAX: 011-39-81-762-3701
- The University of Oklahoma at SHAPE, Belgium offers human relations courses.
Tele: 011-32-65-44-3654
FAX: 011-32-65-44-3430

GRADUATE LEVEL PROGRAMS

Even if you are posted abroad, it is possible to work toward a graduate degree. The **Graduate Record Examination (GRE)** measures skills acquired over a long period of time and that are not related to any specific field of study. The Computer Based Testing Program is offered at 105 overseas locations. For more information contact:

Graduate Record Examination
Educational Testing Service
P.O. Box 6000
Princeton, NJ 08541-6000
Tele: 609-771-7670
FAX: 609-771-7906

Testing is available on a limited basis at temporary testing sites. Contact the GRE Regional Centers to verify test dates:

Europe, Middle East, Russia, and CIS

Tele: 1-31-26-352-1577

FAX: 1-31-26-352-1278

Latin America

Tele: 410-880-4881

FAX: 410-880-8744

Africa

Tele: 27-11-403-6454

FAX: 27-11-403-2535

Australia and New Zealand

Tele: 61-2-323-5555

FAX: 61-2-323-5533

If you plan to apply to graduate school from overseas, make sure you have developed a list of people who will write letters of recommendation for you, including at least one academic reference. Writing samples and a work resume can be useful adjuncts to the application. Since most graduate schools require a stay on campus, choose a school in a location where you are likely to live or where you have studied previously.

After selecting graduate schools with attractive programs in your field of interest, write jointly to the Admissions Office and to the Chairman of the Department in your field. Ask the Department Chairman for information on residency requirements (minimum number of course units that must be taken on campus) and the basic degree requirements. Explain your situation and request approval to take some courses locally, if they are available.

CORRESPONDENCE COURSES OFFERED BY AMERICAN UNIVERSITIES

Correspondence study is individual instruction by mail. It is flexible, convenient, and personalized. Students can enroll at any time, study at home, and set their own pace. The work is done with faculty experts who design the instructional materials, guide the study, and respond to the submitted work.

Correspondence study is demanding. Students must have good study habits, strong reading and writing skills, plus the initiative and self-reliance to work independently.

The Independent Study Catalogue, published by Peterson's Guides and available at libraries, bookstores, and Community Liaison Offices, has information on schools that offer correspondence courses. Students who want to apply correspondence credits to a college degree or a high school diploma should consult the degree-granting institution before enrolling in a correspondence study course. Most institutions have limitations on the number and kinds of correspondence credits they accept.

Correspondence credits earned from a regionally accredited institution are normally transferable to another institution. Because policies and degree requirements vary, students should consult school officials to find out whether credit is transferable. Transferring credits from an institution that is not regionally accredited will be more difficult.

The cost of correspondence courses varies from course to course and from college to college. Each school sets its own pricing structure based on the course expenses. In all cases, students must pay the postage on items that they mail. Some schools charge postage to send course materials and return assignments. Rates for domestic postage are low, but international mail can be costly. Students going overseas might consider enrolling before they leave and taking textbooks and course

materials with them to avoid postage and tariffs. The school catalogue will give its foreign enrollment costs.

Although electronically offered courses are not yet financially feasible, information on distance learning is available in Peterson's *The*

Electronic University. E-mail registration is increasing and may be an option at some posts to ease the process of enrollment.

Resources in the Washington Area

For Foreign Service people living in Washington, there are a variety of adult education programs available. If you are undecided about your academic goals or unsure how to proceed, the Family Liaison Office will help sort out the wealth of information to find a program that suits your needs. Be sure to take the time to do a self-assessment and long-range planning before committing time and money to a course of study. Many colleges and universities offer interest tests, self-analysis programs, counseling, and life management courses to help you get started.

If you are interested in taking enrichment courses without specific educational goals, you will find a smorgasbord of tempting classes available. Costs are generally low and classes easily accessible in neighborhood schools, recreation centers, and churches. No matter how promising a course title, you should look carefully into the exact content to avoid disappointment. Shopping around for prices is important too, as individuals who teach expensive university courses may also work for public schools at a much lower cost.

For current class schedules and course descriptions, contact local community colleges, universities, county education and recreation departments, and the public library. The following institutions offer a variety of courses worth looking into:

YWCA

624 9th Street NW
Washington, DC 20001
Tele: 202-628-0700
FAX: 202-628-5493

YMCA

1325 W. Street, NW
Washington, DC 20036
Tele: 202-462-1054
FAX: 202-833-9571

Creative Education Program

Glen Echo Park
MacArthur Boulevard
Glen Echo, MD 20768
Tele: 301-492-6282

Smithsonian Institution

Resident Associate Program
1110 Jefferson Drive SW
Room 3077
Washington, DC 20560
Tele: 202-357-3030
Online: <http://www.si.edu>

First Class

1726 20th Street NW
Washington, DC 20009
Tele: 202-797-5102
FAX: 202-797-5104

Paragon Associates

1203 Buchanan Street
Suite 800
McLean, VA 22101
Tele: 703-356-9533

**Most area public school
systems offer adult education
programs:**

DC Public Schools

Vocational Adult Education
1709 3rd Street NE
Washington, DC 20002
Tele: 202-576-6308
FAX: 202-576-7899
Online: <http://www.k12.dc.us>

Alexandria Public Schools

Adult Education Department
3330 King Street
Alexandria, VA 22302
Tele: 703-824-6845
FAX: 703-824-6902

Arlington Public Schools

Adult Education
Clarendon Education Center
2801 Clarendon Boulevard
Arlington, VA 22201
Tele: 703-358-7200
FAX: 703-358-7205
Online:
<http://www.arlington.k12.va.us>

Fairfax County Public Schools

Adult & Community Ed.
5775 Spindle Court
Centerville, VA 22020
Tele: 703-227-2200
FAX: 703-227-2377

Online:

<http://pen.k12.va.us/Anthology/Div/Fairfax/fcps-menu.shtml>

Prince William County Public Schools

Adult Education

P.O. Box 389

Manassas, VA 20108

Tele: 703-791-7357

FAX: 703-791-7336

Montgomery County Public Schools

Alternative Programs

12518 Greenly Street

Silver Spring, MD 20906

Tele: 301-929-2025

FAX: 301-929-2099

Online:

<http://www.mcps.k12.md.us>

Prince George's County Public Schools

Adult Education

3021 Bel Air Drive

Bowie, MD 20715

Tele: 301-805-2710

FAX: 301-805-2713

The following colleges offer adult and continuing education programs:

In the District of Columbia

American University

Program Information

McKinley Building

4400 Massachusetts Ave. NW

Washington, DC 20016

Tele: 202-885-2500

FAX: 202-885-3991

Online: adults@american.edu

Catholic University

Metropolitan College

321 Pangborn Hall

Washington, DC 20064

Tele: 202-319-5256

Corcoran School of Art

17th and New York NW

Washington, DC 20052

Tele: 202-634-1800

Gallaudet University

800 Florida Avenue NE

Washington, DC 20002

Tele: 202-651-5000

George Washington University

Center for Career Education

2020 K St. NW, Suite B100

Washington, DC 20052

Tele: 202-973-1175

Online: <http://www.gwu.edu>

Georgetown University

Summer and Continuing Ed.

37th and O Streets NW

Washington, DC 20057

Tele: 202-687-5942

Online:

ssce@gunec.georgetown.edu

Johns Hopkins University

School of Continuing Studies

1625 Massachusetts Ave. NW

Washington, DC 20036

Tele: 800-588-0590

FAX: 202-516-7704

Online: fcinfo@jhu.edu

Levine School of Music

2801 Upton Street, NW

Washington, DC 20007

Tele: 202-686-9772

FAX: 202-337-2268

Mount Vernon College

2100 Foxhall Road NW

Washington, DC 20007

Tele: 202-625-4500

NAFSA: Association of International Educators

1875 Connecticut Ave. NW

Suite 1000

Washington, DC 20009

Tele: 202-462-4811

FAX: 202-667-3419

Online: [@nafsa.org](http://nafsa.org)

National-Louis University

529 14th St. NW, Suite 1125

Washington, DC 20045

Tele: 800-443-5522,

ext. 5151

Courses also given in Virginia.

Tele: 703-749-3000

E-mail:

nlinfo@wheeling1.nl.edu

Smithsonian Institution

Smithsonian Associates

1100 Jefferson Drive SW

Room 3077, MRC 701

Washington, DC 20560

Tele: 202-357-2700

Online: <http://www.si.edu>

Southeastern University

501 I Street SW

Washington, DC 20024

Tele: 202-265-5343

FAX: 202-488-8093

Online: www.seu.edu

Strayer College

1025 15th Street NW

Washington, DC 20005

Tele: 202-408-2400

Online: www.strayer.edu

Syracuse University

Greenberg House

2301 Calvert Street NW

Washington, DC 20008

Tele: 202-797-4678

FAX: 202-797-5969

Trinity College

125 Michigan Avenue NE
Washington, DC 20017
Tele: 202-884-9400
Online: www.trinitydc.edu

***University of the District of
Colombia***

Continuing Education
4200 Connecticut Ave. NW
Building 38, Room 207
Washington, DC 20008
Tele: 202-274-7404
Online: <http://www.udc.edu>

University of Oklahoma

Washington Extension
1 Dupont Circle NW
Suite 340
Washington, DC 20036
Tele: 202-223-9147
Online: ayallgood@aol.com

University of So. California

Washington Extension
512 10th Street NW
Washington, DC 20004
Tele: 202-638-4949

***U.S. Dept. of Agriculture
Graduate School***

600 Maryland Avenue SW
Washington, DC 20024
Tele: 202-720-5885
Online: <http://grad.usda.gov>

In Maryland

***Anne Arundel Community
College***

Continuing Education
101 College Parkway
Arnold, MD 21012-1895
Tele: 410-647-7100
Online:
<http://aacc.aacc.cc.md.us>

Bowie State University

14000 Jericho Park Road
Bowie, MD 20715
Tele: 301-464-6572
Online: www.bowiestate.edu

Catonsville Community College

800 S. Rolling Road
Catonsville, MD 21228
Tele: 410-455-4304
Online: <http://www.cat.cc.md.us>

***Charles County Community
College***

PO Box 910, Mitchell Road
La Plata, MD 20646
Tele: 301-934-2251,
ext. 552
Online: www.charlescc.md.us

Columbia Union College

External Degree Program
7600 Flower Avenue
Takoma Park, MD 20912
Tele: 301-891-4124
800-835-4212

***Foundation for Advanced
Education in the Sciences, NIH***

One Cloister Court
Bethesda, MD 20814-1460
Tele: 301-496-7976
FAX: 301-402-0483

Glen Echo Park

7300 MacArthur Boulevard
Glen Echo, MD 20812
Tele: 301-492-6229
FAX: 301-492-5384

Hood College

Brodbeck Scholars Program for
Adults 23+
401 Rosemont Avenue
Frederick, MD 21701-8575
Tele: 301-696-3500
Online:

brodbeckscholars@nimue.edu.hood

Howard Community College

Continuing Education
Hickory Ridge Road
Columbia, MD 21044-3197
Tele: 410-992-4856

Howard University

1100 Wayne Avenue
Suite 600
Silver Spring, MD 20910
Tele: 301-585-2295
FAX: 301-585-8911
Online: www.con-ed.howard.edu

***Jewish Community Center of
Greater Washington***

6125 Montrose Road
Rockville, MD 20852
Tele: 301-881-0100
FAX: 301-881-6549
Online: www.jccgw.org

Johns Hopkins University

School of Continuing Studies
9601 Medical Center Drive
Rockville, MD 20850
Tele: 301-294-7040
FAX: 301-294-7010
Online: fcinfo@jhu.edu

For courses in Baltimore:

Tele: 800-468-6548
FAX: 410-659-8210

For courses in Columbia:

Tele: 800-468-6548
FAX: 410-290-0007

***Maryland Public Television
College of the Air***

11767 Owings Mill Boulevard
Owings Mill, MD 21117
Tele: 800-873-6154
410-581-4323
Online: www.mpt.org

Montgomery College

Route 355 and Manakee St.
Rockville, MD 20850
Tele: 301-279-5188
Online: www.mc.cc.md.us

For courses in Takoma Park:
Tele: 301-650-1493

Prince George's Community College

301 Largo Road
Largo, MD 20772
Tele: 301-322-0878
Online: pgweb.pg.cc.md.us

University of Maryland

University College
Univ. Blvd. and Adelphi Rd.
College Park, MD 20742
Tele: 301-985-4636
FAX: 301-985-7678
Online: www.umuc.edu
Continuing Ed:
conted@umail.umd.edu

The Writer's Center

4508 Walsh Street
Bethesda, MD 20815
Tele: 301-654-8664
FAX: 301-654-8667
Online: postmaster@writer.org

In Virginia**ATI Career Institute**

7777 Leesburg Pike
Suite 100 South
Falls Church, VA 22043
Tele: 703-821-8570
800-793-3390
FAX: 703-556-9892
Online: www.trellisnet.com

Central Michigan University

8110 Gatehouse Road
Falls Church, VA 22042
Tele: 703-560-2044

FAX: 703-849-8254

George Mason University

FAST-TRAIN Program
Graduate School of Education
4400 University Drive
Fairfax, VA 22030-4444
Tele: 703-993-3689
FAX: 703-993-3336
Online: jlevy@gmu.edu
www.gmu.edu/program/fasttrain

Marymount University

Center for Comprehensive Learning
2807 North Glebe Road
Arlington, VA 22207
Tele: 703-522-5600
Online: www.marymount.edu

For courses in Sterling:
Tele: 703-430-7118

Northern Virginia Community College

Annandale Campus
8333 Little River Turnpike
Annandale, VA 22003-3796
Tele: 703-323-3000
FAX: 703-323-3367
Online: www.nv.cc.va.us

University of Virginia

Continuing Education
2990 Telestar Court
Falls Church, VA 22042
Tele: 703-876-6900
Online: urace.virginia.edu

Virginia Art League School

Torpedo Factory Art Center
105 North Union
Alexandria, VA 22314
Tele: 703-683-2323
Online: www.theartleague.org

Virginia Polytechnic Institute and State Univ.

No. Va. Graduate Center
7054 Haycock Road

Falls Church, VA 22043

Tele: 703-698-6044

FAX: 703-698-6062

Online: www.nvgc.vt.edu

For more information about state colleges and universities, write or call the following addresses:

State Council of Higher Education for Virginia

James Monroe Building
101 North 14th Street
Richmond, VA 23219
Tele: 804-225-2137
Online: www.scev.edu

Maryland Higher Education Commission

Jeffrey Building
16 Francis Street
Annapolis, MD 21401-1781
Tele: 410-974-2971
Online: www.mhec.state.md.us

Financial Aid

While many traditional forms of financial aid are increasingly difficult to find, opportunities are still avail-able. The first step is to decide on the degree you want to earn and the university you want to attend. The financial aid office at each university should be your first stopping place. Individuals working at the graduate level will find a wealth of information by contacting day professors in their major fields. In addition, the following organizations can provide information:

American Association of University Women (AAUW)
Educational Foundation
Fellowship Program Director
1111 16th Street NW
Washington, DC 20036
Tele: 800-326-AAUW
800-326-2289
FAX: 202-872-1425
Online: www.aauw.org

The AAUW provides fellowships and grants for women in more than 100 countries. It also supports women for scholarly research, advanced graduate study, and community action projects.

AAFSW Adult Ed. Loan
Adult Education Chair
P.O. Box 70051
Washington, DC 20024-0051
Tele: 202-362-6514
FAX: 202-362-6589

Business and Professional Women's Foundation
2012 Massachusetts Ave. NW
Washington, DC 20036
Tele: 202-293-1200

Foundation Center
1001 Connecticut Ave. NW
9th Floor, Room 938
Washington, DC 20036
Tele: 202-331-1400

The Foundation Center has a library of material on special collections, fund-raising, non-profit management, scholarships, and grants to representatives of nonprofit organizations.

National Science Foundation
Information Center
4201 Wilson Boulevard
Arlington, VA 22230
FAX: 703-306-1234
Online: www.nsf.gov

Provides grants for basic research, medical sciences, and educational studies.

U. S. Department of Education
Center for International Education
400 Maryland Avenue SW
Washington, DC 20202
Tele: 800-USA-LEARN
FAX: 202-401-0689
Online: www.ed.gov

The Center for International Education administers some individual and institutional Fulbright awards for Americans to study and do research abroad.

Financial Aid for Minorities is a set of catalogs with information about aid for different areas of study. Contact:

Garrett Park Press
P.O. Box 190 B
Garrett Park, MD 20896
Tele: 301-946-2553

The Student Guide, a free catalogue on current federal financial aid, is available from:

Financial Aid Info. Office
U.S Department of Education
Washington, DC 20212.

Books on Financial Aid and College Study

Most of these materials are revised annually.

Bear, John B. and Marcia P. Bear. *Bear's Guide To Earning College Degrees Nontraditional*, C&B Publishing, New York. Tele: 707-747-5950.

Bear, John B and Marcia P. Bear. *Finding Money for College*. Ten Speed Press, New York. Tele: 800-841-BOOK.

Blum, Laurie. *Free Money For College From The Government*. Henry Holt & Co., New York.

Blum, Laurie. *Free Money For Graduate School*. Henry Holt & Co., New York.

The College Cost Book. College Board, New York. Tele: 212-326-8441.

Duffy, James P. *How To Earn an Advanced Graduate Degree Without Going to Graduate School*. John Wiley & Sons, Inc., New York.

The Independent Study Catalog: A Guide to Over 10,000 Continuing Education Correspondence Courses. Peterson's Publisher, Inc, New Jersey.

Need A Lift? The American Legion. Indianapolis, IN. Tele: 317-630-1200.

Octameron Associates; *The A's and B's of Academic Scholarships*; *The Winning Edge: The Student Athlete's Guide to College Sports*; *Loans and Grants From Uncle Sam: Am I Eligible and For How Much?*; *Financial Aid FinAncer Expert Answers To College Financing Questions*. P.O. Box 2748, Alexandria, VA 22301. Tele: 703-836-5480.

Paying for Your Education: A Guide For Adult Learners. College Board Publications, PO Box 886, New York, NY 10101.

Peterson's Paying Less for College 1996. Peterson's Guide, Inc. New Jersey.

Peterson's Education Center on the Internet: <http://www.petersons.com>.
Tele: 609-243-9111.

Thorson, Marcie Kisner. *Campus-Free College Degrees*. Thorson Guides, Oklahoma. Tele: 918-622-2811.